

7 October 1969

OFFICE OF PERSONNEL MEMORANDUM NO. 20-31-21

SUBJECT : Pay Administration for Prevailing Rate Employees - GP and
GA Workers

RESCISSIONS: OPM 20-605-9 dated 27 December 1956
OPM 20-31-4 dated 23 January 1964

1. GENERAL

- a. Government Printing and Graphic Arts Schedule positions do not have the same apprenticeship, promotion time and pay retention factors as found in regular wage schedule positions. Therefore, the Director of Personnel and his designated alternates, including the Chief, Position Management and Compensation Division, establish Government Printing and Graphic Arts pay schedules and rates in accordance with lead Agency pay practices for the specialized craft and supporting positions.

b. DEFINITIONS

- (1) Basic Journeyman - Journeyman or Member of a Craft: A fully qualified worker in an apprenticeable trade recognized as such by the Joint Committee on Printing.
- (2) Printing Plant Workers: Employees engaged in performing unskilled and semiskilled manual tasks in hand and power equipment operation and other nonjourneyman tasks in the graphic arts.
- (3) Apprentices - Trainees: Employees in a program for progressive development of craft skills leading to recognition as a journeyman craftsman. Some programs are developed for processes or equipment that have positions at a maximum pay rate at a fixed percentage of journeyman rate (e.g., 80%, 85%, or 90% of journeyman rate). Apprentices assigned to this work cannot exceed these rates until assigned to training in processes and equipment calling for higher skill.

2. APPLICATION OF PAY RATES TO GP AND GA WAGE EMPLOYEES

- a. Except as provided in paragraph 3 of this regulation appointments or reassignments to GP and GA positions are made at the grade, apprenticeship step, journeyman or specialists rating commensurate with the experience and training of the individual as evaluated by the appointing officer for application to the position title. Prior pay rates received in nonprinting or unrelated trades including Federal employment are not considered.
- b. Appointments of apprentices to GP or GA positions will be at the apprenticeship step commensurate with the experience and training of the individual in the craft concerned as evaluated by the appointing officer.
- c. Printing Plant Workers will be appointed at the first step of the grade (where there are several steps) that reflects their experience in SEMI-SKILLED manual tasks associated with nonjourneyman work. Upon promotion in the graded schedule an employee will receive that minimum step that will provide at least a 5¢ raise in pay.
- d. Apprentices will be advanced to the next step of their apprenticeship pay schedule at the beginning of the pay period following:
 - (1) Completion of 26 calendar weeks for the six months steps, or
 - (2) 52 calendar weeks for one-year steps, of progressively more responsible work, and
 - (3) Provided conduct and work performance are satisfactory and the operating office concerned certifies the apprentice has successfully completed the training prescribed for the period under the apprenticeship program through the 90% or fourth-year rate or longer as required by standards and described in pay schedules.A longer apprenticeship is required for Reproduction Technicians.
- e. Advancement from 90% to Journeyman craftsman is considered a promotion action calling for submission of a SF-1152 with certification by the Operating Official of the successful completion of the full apprenticeship for the Office of Personnel approval of the employee's qualifications.
- f. Advancement of journeyman to specialist, supervisor, planner, or other higher rating requires completion of one or more years of journeyman or specialized skills, and demonstrated ability to perform color,

mechanical, work planning, line supervision or other skills called for in the position. Shift Supervisor and Foreman ratings require specialized and supervisory experience of two years or more.

- g. Graphic Arts Schedules provide in addition to apprenticeships the following recognition of advanced skills and experience:
 - (1) Proficiency rates are provided for increased specialized skill, experience and aptitude, which normally require a minimum of one year of experience above the journeyman or higher skill level. Promotion certifications similar to e above are required for these ratings, and the skills must be maintained to hold proficiency rates.
 - (2) Specialist and combination journeyman ratings involve journeyman craftsman skill and a minimum of at least two years of specialized or second skill training. Promotion requires submission of Form 1152, Request for Personnel Action, and an Operating Official's certification to the Office of Personnel that such skill has been demonstrated. Upon promotion to specialist or combination skill employees receive the nearest rate for the specialist title that exceeds their current rate.

3. SAVED PAY FOR PREVAILING RATE EMPLOYEES

a. INTRODUCTION

- (1) Saved pay for prevailing rate employees is authorized under the circumstances and in accordance with the conditions set forth herein.
- (2) Saved pay is applicable to eligible employees who are compensated under one of the following prevailing rate schedules:
 - (a) Government Printing Schedule (GP), or
 - (b) Graphic Arts Schedule (GA)

b. SAVED PAY ENTITLEMENT (GENERAL)

(1) Applicability

Subject to the limitations set forth in paragraph b(2) below, an eligible employee is entitled to a period of saved pay under the following circumstances:

- (a) Upon demotion resulting from reorganization in which the number of positions of the employee's pay rate is reduced,

thereby requiring assignment of the employee to a lower-paid position.

- (b) Upon demotion resulting from reclassification of the employee's position without change in major duties.
- (c) Upon change to another position at the same skill level in either the same or different locality wage area, when such change is for the benefit of and directed by the Agency.
- (d) Upon reassignment to another position of a different skill at a lower pay level for the development of the employee, when such reassignment is for the benefit of and directed by the Agency.

(2) Limitations

Pay saving is not authorized under any circumstances (including those specified in paragraph b(1) above) when the demotion or change action is:

- (a) Based on the employee's request,
- (b) Due to personal cause, or
- (c) Caused by a personnel reduction due to lack of funds or curtailment of work.

(3) Eligibility Requirements

Eligibility for a saved pay rate is dependent upon all of the following requirements being met:

- (a) On the effective date of change, the employee is serving under an appointment which is not limited to one year or less.
- (b) For two continuous years immediately prior to change, the employee served in one or more positions in the Agency the current rate of each of which is:
 - (1) Equal to or higher than the rate of the step of the position to which the employee is being changed (if the saved pay rate is to be between two steps), or
 - (2) Higher than the maximum rate for the position to which the employee is being changed (if the saved pay rate is to be above the maximum).

- (c) The employee has not been given a Fitness Report which reflects an overall performance evaluation of less than "Proficient" during the two-year period immediately prior to change.

(4) Amount of Saved Pay Rate

When the current rate received by an eligible employee is between two steps of the position to which he is being changed or exceeds the maximum rate for the position to which he is being changed, such current rate will be preserved as a saved pay rate.

(5) Duration of Saved Pay Rate

A saved pay rate begins on the effective date of the change action and continues for a period of two years or until such time as the saved pay rate is overtaken by a revision of the wage schedule or until the employee becomes entitled to a higher rate as the result of step increases, whichever occurs first. The saved pay rate may be sooner terminated by one of the following:

- (a) A break in service of one or more workdays.
- (b) Demotion or reassignment for personal cause, at the employee's request, or as a result of a personnel reduction due to lack of funds or curtailment of work.
- (c) Change to a position in which the employee receives a rate of basic compensation higher than his saved pay rate.

(6) Wage Schedule Increases During Saved Pay Rate Period

- (a) No wage schedule increase which is applicable to the position held by an employee during a saved pay rate period shall be added to the employee's saved pay rate, except (as provided in paragraph b(5) above) when the wage schedule increase overtakes the saved pay rate and thereby terminates the saved pay rate period.
- (b) Wage schedule increases which are applicable to the position from which an employee has been demoted do not apply to the employee during a saved pay rate period.

(7) Demotion During Saved Pay Rate Period

When during a saved pay rate period an employee is further demoted under conditions entitling him to a saved pay rate, he begins a

new two-year period on the date of the last demotion and retains his original saved pay rate.

(8) Pay Adjustment Upon Termination of Saved Pay Rate Period

Upon termination of the two-year saved pay rate period, the employee's rate will be adjusted to the maximum rate of the position in which he is serving for which he is qualified.

c. SAVED PAY ENTITLEMENT (SPECIAL)

(1) Application

Upon the issuance of a new or revised evaluation standard or wage schedule structure which affects a given employee's job, the employee's pay rate will normally be adjusted to the rate established for the step of his position appropriate under the evaluation standard or wage schedule structure. The employee will, however, be entitled to retain as a saved pay rate which he was receiving as of the day preceding the effective date of the issuance, providing such latter rate was one of the following:

- (a) A rate which exceeds the rate for the appropriate step of his job under the new or revised evaluation standard.
- (b) A saved pay rate above the maximum step rate under the former wage schedule structure and such rate continues to exceed the maximum step rate under the new or revised wage schedule structure.

(2) Duration

A saved pay rate which is established pursuant to the provisions of paragraph (a) or (b) immediately above will be retained by the employee, without time limitation, until the employee:

- (a) Becomes entitled to a higher rate as a result of either step increases or subsequent revision of the wage schedule,
- (b) Becomes subject to a wage schedule for another locality, or
- (c) Is reassigned to another job (unless such change is made to a job of the same or higher skill level in the same job family but having lower pay, in which case the saved pay rate will be preserved).

(3) Termination

If an employee is receiving a saved pay rate above the maximum step rate for his job at the time a new or revised wage schedule structure is issued, and such rate is equal to or lower than the maximum step rate under the new or revised wage schedule structure (but above the step rate for the step immediately below the maximum), the employee's saved pay rate will be terminated and his rate of pay will be fixed at the maximum step rate of his position on the revised schedule.

d. PAY RATE WHEN SAVED PAY IS NOT APPLICABLE

- (1) When pay saving is not applicable because of the provisions of paragraph b(2) above, an employee's rate may be fixed at any step rate of the grade to which changed and for which he is fully qualified, provided such rate is not in excess of his last earned rate. The selection of the step rate shall be at the discretion of the Operating Official concerned and with the approval of the Director of Personnel.
- (2) When pay saving is not applicable because the employee fails to meet the eligibility requirements set forth in paragraph b(3) above, his rate shall be fixed at the highest step rate of the grade to which changed which does not exceed his last earned rate.



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